



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 12570.2A
SPAWAR 01-4
20 MAY 1998

SPAWAR INSTRUCTION 12570.2A

From: Commander, Space and Naval Warfare Systems Command

Subj: LONG-TERM TRAVEL

Ref: (a) Joint Travel Regulations, Volume 2 (JTR), DoD Civilian Personnel
(b) SPAWARINST 4651.3I

Encl: (1) Comparative Costs of TSC/PCS versus Long-term TDY
(2) Justification for Long-Term TDY Assignment in Excess of Six Months

1. Purpose. The purpose of this instruction is to issue Space and Naval Warfare Systems Command (SPAWAR) and Program Executive Officer for Space, Communications and Sensors (PEO-SCS) long-term travel policy and procedures. Since this is a complete revision, marginal notations are not shown.

2. Scope. This instruction applies to all civilian employees in SPAWAR and PEO-SCS Headquarters components and the SPAWAR Systems Centers.

3. Cancellation. SPAWARINST 12570.2 of 13 May 1987 is cancelled.

4. Background and General Information.

a. Long-term travel assignments include science advisor and consultant assignments under the Naval Science Assistance Program (NSAP). Academic developmental assignments required to meet long-range critical mission-related capabilities may involve long-term travel. Technical assignments to accomplish critical project work within SPAWAR's mission in response to formal project tasking may be long-term.

b. Prior to authorizing a long-term TDY assignment, it is necessary to determine whether the assignment is in fact a TDY assignment versus a temporary change of station (TCS) or a permanent change of station (PCS). The following criteria must be satisfied before an assignment can be considered a long-term TDY assignment:

- The duties to be performed are temporary in nature;
- The assignment is for a reasonable duration of time; and,
- TDY costs for the assignment are less than round-trip TCS or PCS costs.

c. The temporary nature of the duties to be performed is by far the most difficult criterion to prove. The Comptroller General of the United States (COMPGEN) has consistently ruled that an

employee's permanent duty station is an issue of fact. It is where an employee spends and is expected to spend the greater part of his or her time. The mere designation of an employee's duty station as temporary on travel orders does not make it truly temporary. The duration threshold for long-term TDY is six months, because COMPGEN decisions have rarely sanctioned TDY beyond six months.

d. Longer TDY assignments may be approved under special circumstances. Or the employee may be authorized a TCS with limited relocation allowances, instead of TDY allowances, when scheduled for extended travel between six and 30 months in duration. The third alternative for long assignments is a PCS with full relocation allowances. Any assignment over 30 months is considered permanent and should be a PCS move.

e. Special attention must be given to long-term travel assignments because of the potential financial risk placed on the traveler due to Internal Revenue Service (IRS) tax rulings. The IRS presumes assignments for more than one year are permanent, and reimbursements received by employees for TDY after one year are considered taxable income. Some, but not all, TCS reimbursements are subject to income tax, but the employee receives a relocation income tax allowance (RITA).

f. Reference (a) governs long-term travel; it is available at <http://www.perdiem.osd.mil/>.

5. Policy.

a. Long-term travel assignments shall be limited to those that are essential for mission accomplishment or that develop needed mission related skills and for which no acceptable, cost-effective, alternative method of performance exists.

b. Long-term travel assignments shall be held to the minimum duration required to accomplish the task. They will not normally exceed 12 months, except for NSAP science advisor and consultant assignments. The total length of a long-term assignment will be identified prior to its beginning. Back-to-back travel orders of an individual to the same location will be considered a continuous assignment.

c. For headquarters employees, TDY assignments at one location up to six months in duration may be authorized by the travel authorization officials designated in reference (b), and they are processed and administered in accordance with reference (b). The concurrence of SPAWAR directorate and staff code directors and SPAWAR 03 must be obtained (e-mail request and approval will suffice) before authorizing TDY more than 30 days in duration.

d. For headquarters employees, long-term TDY assignments at one location that are six to 12 months in duration shall be authorized by SPAWAR 03. This responsibility will not be further delegated.

e. For PEO-SCS employees, all TDY assignments that are longer than 30 days in duration must be approved by the PEO.

20 MAY 1998

f. Systems Center Commanding Officers may delegate authority to senior level managers to approve TDY assignments for systems center employees at one location up to 12 months in duration.

g. All assignments of SPAWAR claimancy employees that exceed 12 months in duration, including extension requests, must be forwarded by COMSPAWAR (00) or PEO-SCS to the Office of the Deputy Assistant Secretary of the Navy (ODASN (CP/EEO Code DP2)) for approval. Requests for such assignments shall be forwarded via SPAWAR 01-4 and 07-2 to COMSPAWAR (00) or PEO-SCS for endorsement and submission to ODASN for approval.

h. The manager requesting approval of long-term travel scheduled for six to 30 months shall prepare a cost analysis that compares TDY costs to TCS or PCS costs. The cost estimate shall be based on the expected term of the assignment including all anticipated extensions and shall be provided to the authorizing official as part of the justification for approval of the assignment. The authorizing official shall authorize the most cost-effective alternative that meets mission requirements while protecting the well-being of the employee.

i. Requesting and authorizing officials shall minimize costs of long-term assignments. Per diem shall be reduced as provided in pars. C4550-A, C4560 and C4561-D of reference (a). Commuting expense to and from work at the long-term TDY location shall not be allowed. Rental or lease of vehicles generally will not be allowed for CONUS long-term assignments. However, authorizing officials may authorize lease or rental of vehicles on an exception basis when it is in the best interest of the government.

j. Systems Center or headquarters component management shall maintain responsibility for both technical and supervisory oversight of individuals on long-term TDY and TCS assignments.

k. Systems Center Commanding Officers and SPAWAR directorates, PMWs, and staff codes shall establish internal administrative procedures for the filling of travel claims and for the request and use of leave by long-term travelers. PEO-SCS will establish and publish internal administrative procedures. Travelers shall use the same paying office throughout a long-term TDY assignment and shall provide authorizing officials with copies of their paid travel claims.

6. Procedures. The following procedures apply to long-term assignments scheduled for six to 30 months in duration.

a. Prior to authorizing a long-term TDY assignment, the authorizing official must determine that the assignment should not be a TCS or a PCS. In making the determination, consideration shall be given to:

- The duration of the assignment (including any anticipated extensions).

20 MAY 1998

- The nature of the duties to be performed. Are they in fact temporary in nature? The nature of the assignment is a key element in the determination whether it should be on a TDY, TCS or PCS basis.
- TDY costs in comparison to round-trip TCS or PCS costs.

b. Officials proposing long-term assignments shall use enclosure (1) as a guide in obtaining necessary information from the individual and estimating TDY versus TCS or PCS costs. They shall also prepare justifications for such assignments following guidance in enclosure (2). Cost calculations and comparisons shall be based on actual requirements of the individual and be limited to only those costs the individual is actually expected to incur. Long-term TDY costs will be estimated in accordance with pars. C4455, C4550-A, C4552-K, C4560, and C4561-D of reference (a). TCS allowances and costs will be estimated in accordance with par. C4111 of reference (a). PCS costs will be estimated in accordance with Chapter 4, Parts A, C, F and G, of reference (a). Requesting officials in headquarters and PEO-SCS shall contact the Travel Administrator in SPAWAR 01-41 for assistance in preparing cost estimates. They shall contact SPAWAR 07-2 for guidance in making the determination among TDY, TCS, and PCS. Officials in Systems Centers shall work with Systems Center Travel Offices and other designated points of contact.

c. PCS or TCS of a headquarters/PEO-SCS employee shall be authorized under the provisions of Chapter 4, Parts A, C, F and G, of reference (a). TCS and PCS orders for SPAWAR/PEO-SCS civilian personnel are prepared by SPAWAR 01-41 after SPAWAR 07-2 approval. SPAWAR 01-41 shall forward completed TCS or PCS orders via the directorate or staff code to SPAWAR 03 or PEO-SCS for authorization signature. After authorization signature, SPAWAR 01-41 shall authenticate the orders, certifying funding availability, and provide originals to the persons changing stations. Expense claims should be submitted to the DFAS Operating Location or other paying office near the new duty station for review and payment, with the exception of real estate expense claims, which should be submitted to SPAWAR 00C for legal review and forwarding to the appropriate paying office for payment. Inquiries concerning preparation of TCS or PCS orders should be directed to SPAWAR 01-41. Entitlement questions should be directed to SPAWAR 00C. (PCS orders for military personnel are prepared by the Bureau of Naval Personnel and processed by the servicing PSD.) SPAWAR Systems Centers will follow their local TCS and PCS processes.

d. Long-term TDY shall be authorized under the provisions of pars. C4455, C4550-A, C4552-K, C4560, and C4561-D of reference (a) by the officials designated in paragraphs 5c through 5f above. Authorizing officials shall request reduced fixed rates of per diem in accordance with pars. C4550-A, C4560, and C4561-D of reference (a). Timely submission of requests is essential since retroactive approval for reduced per diem is not legal. Requests must be sent via SPAWAR 01-4 and 07-2 to SPAWAR 03, COMSPAWAR (00), or PEO-SCS for endorsement and submission to ODASN for approval.

e. TDY which will exceed 12 months, including extensions, must be approved by ODASN. Approval will not be granted for any TDY which will result in the total period of the assignment exceeding 30 months. Requests shall be submitted via SPAWAR 01-4 and SPAWAR 07-2 to

20 MAY 1998

SPAWAR 03, COMSPAWAR (00), or PEO-SCS for endorsement and submission to ODASN. Requests shall be supported by the following documentation:

- Justification, following guidance in enclosure (2), which shows that the assignment is in fact temporary in nature and will not exceed a total period of 30 months. The temporary nature of the assignment is the key factor in the ODASN decision whether to approve an extension.
- A revised TCS/PCS versus TDY cost comparison following guidance in enclosure (1). TCS or PCS costs shall be estimated based on the individual's actual requirements.
- A legible copy of TDY orders and amendments.
- The following statement signed by the individual: "I am fully aware of the Internal Revenue Service policy which states that I will incur an income tax liability for any portion of a temporary duty assignment that exceeds one year of duration."

f. Requests for extensions must include cost comparisons and justifications based on actual conditions at time of the extension request. Cost comparisons are to reflect the period of extension, not the initial tour plus extension, and are to include TCS or PCS return costs. Guidance in enclosures (1) and (2) applies.

g. If a long-term assignment is within the limits of the permanent duty station (refer to paragraph 12 of reference (b) for the definition of the permanent duty station), then the provisions of paragraph 12 of reference (b) shall be followed.

7. Action.

a. All SPAWAR, PEO-SCS and SPAWAR Systems Center personnel who initiate, authorize, perform, or process long-term assignments shall comply with this instruction.

b. SPAWAR 07-2 shall maintain central files of long-term TDY and TCS assignments between six and 30 months in duration that are authorized by SPAWAR 03 or COMSPAWAR (00). PEO-SCS will maintain central files for PEO-SCS long term assignments. Systems Center Commanding Officers shall ensure that central files of such assignments for Systems Center employees are maintained.

c. The SPAWAR Inspector General (00G) or the SPAWAR Systems Center Command Evaluation and Review staffs, as appropriate, shall review compliance with this instruction periodically.



O.V. COMBS
Rear Admiral, U.S. Navy
Vice Commander

SPAWARINST 12570.2A

20 MAY 1998

Distribution:

SPAWAR List 5

SNDL PART II:

FKQ (SPAWARSYSCEN's)

20 MAY 1998

Individual's Information/ Comparative Cost of PCS Versus TDY

Please Read Privacy Act Statement on Next Page Before Completing This Form.

1. Employee's Name (First, Middle, Last)		2. Grade	3. SSN
4. Employee's Address and ZIP Code		5. Telephone Numbers Home () Work ()	
6. Name of Dependents	Relationship	DOB (children)	
7. Shipment of Household Goods Yes___ No ___ Estimated Weight _____			
8. From: _____ To _____			
9. Mode of Transportation (annotate which mode with an X) Commercial Air _____ POV _____ Other _____			
10. Househunting Trip Yes___ No ___ No.of Days _____			
11. TQSE Yes___ No ___ No.of Days _____			
12. Real Estate			
	Relocation Services	Yes___	No ___
	Property Management	Yes___	No ___
	Sell	Yes___	No ___
	Buy	Yes___	No ___
	Unexpired Lease	Yes___	No ___ Estimated _____
13. Dependents Travel			
	Concurrent	Yes___	No ___
	Delayed	Yes___	No ___
14. Other			
The Statements above are true and complete.			
Employee's Signature _____		Date _____	

20 MAY 1998

INFORMATION REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 U.S.C. 5701-5742, 37 U.S.C. 404-427, 5 U.S.C. 301 and E.O. 9397

PRINCIPAL PURPOSE: Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims.

ROUTINE USES: To Substantiate claims for reimbursement for official travel.

DISCLOSURE: Voluntary. Required for use in analyzing PCS/TCS versus TDY costs. If not completed, no payment is made.

Comparative Costs of TCS/PCS Versus Long-Term TDY

Employee's Name (First, Middle, Last)		Pay Plan, Series, Grade	SSN
Current Duty Station & Code		TDY/TCS/PCS Duty	
Beginning Date	Length of Assignment	No. of Dependents	
TCS/PCS COSTS			
		To New Duty Station	Return
Transportation			
_____ mi @ \$ _____		\$ _____	\$ _____
_____ one way air fare		\$ _____	\$ _____
House Hunting Trip Per Diem		\$ _____	\$ _____
Employee: _____ @ _____		\$ _____	\$ _____
_____ Dep.: _____ days @ _____		\$ _____	\$ _____
Temporary Quarters & Substance Expense		\$ _____	\$ _____
Shipment of House Hold Goods			
_____ lbs. @ \$ _____ cwt.		\$ _____	\$ _____
Miscellaneous Expenses		\$ _____	\$ _____
Real Estate Expense:			
Selling		\$ _____	\$ _____
Buying		\$ _____	\$ _____
Unexpired Lease		\$ _____	\$ _____
Relocation Service		\$ _____	\$ _____
Property Management		\$ _____	\$ _____
Relocation Income Tax Allowance (RITA) (Expenses Outside CONUS)		\$ _____	\$ _____
Transportation - POV		\$ _____	\$ _____
Cost of Living Allowance		\$ _____	\$ _____
Local Quarters Allowance		\$ _____	\$ _____
Total One Way Costs and Return Costs		\$ _____	\$ _____
Total Round Trip Costs		\$ _____	

Enclosure (1)

20 MAY 1998

Comparitive Costs of TCS/PCS Versus Long-Term TDY

TDY COSTS				
Transportation				
Round Trip Air Fare				\$
Round Trip Mileage				
Per Diem				
	days @		=	\$
	days @		=	\$
Rental Vehicle				
	mos. @			\$
OR				
POV Mileage				
	mi.	\$	Per Mile	= \$
TOTAL COSTS				\$

JUSTIFICATION FOR LONG-TERM TDY OR TCS ASSIGNMENT BEYOND SIX MONTHS

NAME: Individual's Name

POSITION: Position title, pay plan (GS, DA, DP, etc.), series, grade/level

ASSIGNMENT: Location of assignment; functional title

PROGRAM SPONSOR: Command/activity supported; name of individual contact; phone number

BACKGROUND: Describe the program/function to give the reviewer a reasonable idea what function/mission is being affected.

DUTIES: Brief description of duties to indicate the responsibility and the impact of the individual. The description must convince the authorizing official that the duties are in fact temporary in nature and are mission essential.

TRAVEL STATUS: Indicate beginning and ending dates of original orders. Indicate whether TCS or TDY. To determine if assignment should be TDY or TCS, three factors need to be considered:

- (1) Nature of the duties to be performed (key factor)
- (2) Duration of the assignment
- (3) Cost comparison between TCS and TDY

- TDY assignments must be truly temporary in nature.

IMPACT: Indicate program issues if the individual is not allowed to extend through the date requested. Indicate how support would be continued after the individual completes the assignment (no requirement; recruiting another person; etc.). Indicate severe personal impacts if the individual must return before requested date.

ACTION: Extension date requested. Also state that no further extension will be requested for this individual for this assignment.